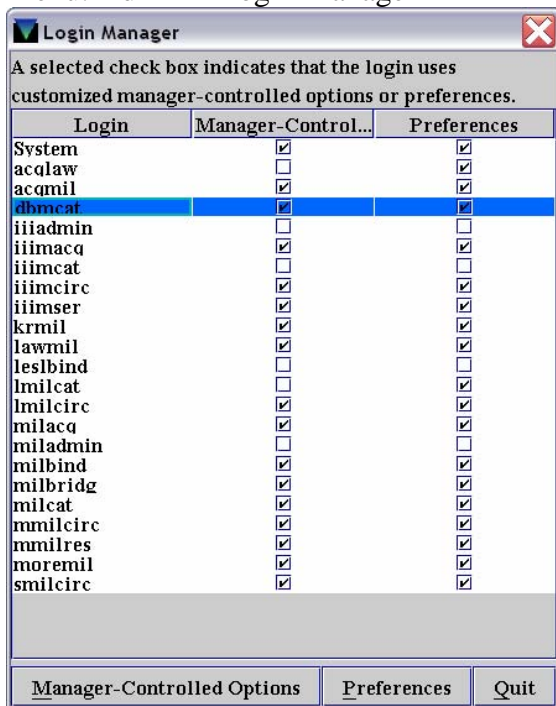


## Millennium Silver Data Exchange-

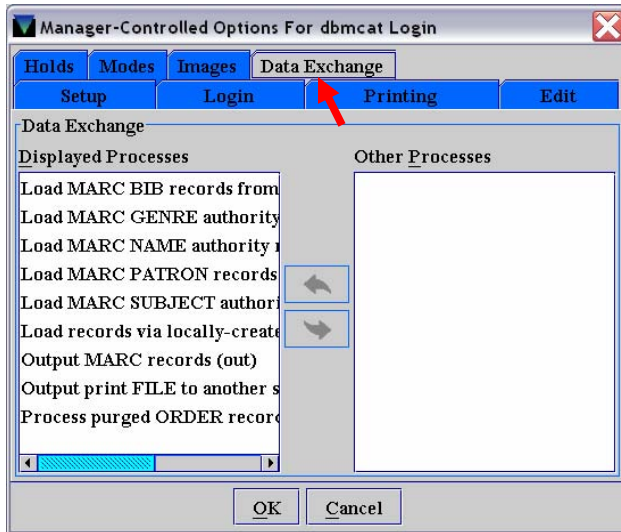
### Data Exchange Processes:

Check to see what data exchange processes you have available:

Menu: Admin – Login Manager



Highlight your login & click the “Manager-Controlled Options” button  
(If you aren’t passworded to use the Login manager, find someone who does & have them check your data exchange “permissions”)

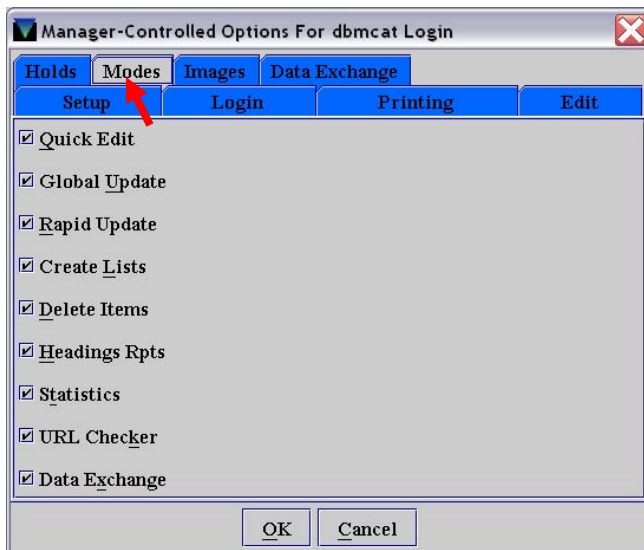


Click on the “Data Exchange” tab to see what processes will display for your login. The list of available “Data Exchange” processes is probably the same as the list of Options available in the INNOPAC Read/Write MARC records menu (Main Menu > A-Additional system functions > M-Read/write MARC records )

Just be sure the Data Exchange processes you need are in the “Displayed Processes” box. If they aren’t, transfer them from the “Other Processes” to “Displayed Processes”, by highlighting & clicking the arrow key. If the process you need is not in the “Other Processes” box, you’ll have to call III.

### Data Exchange Mode:

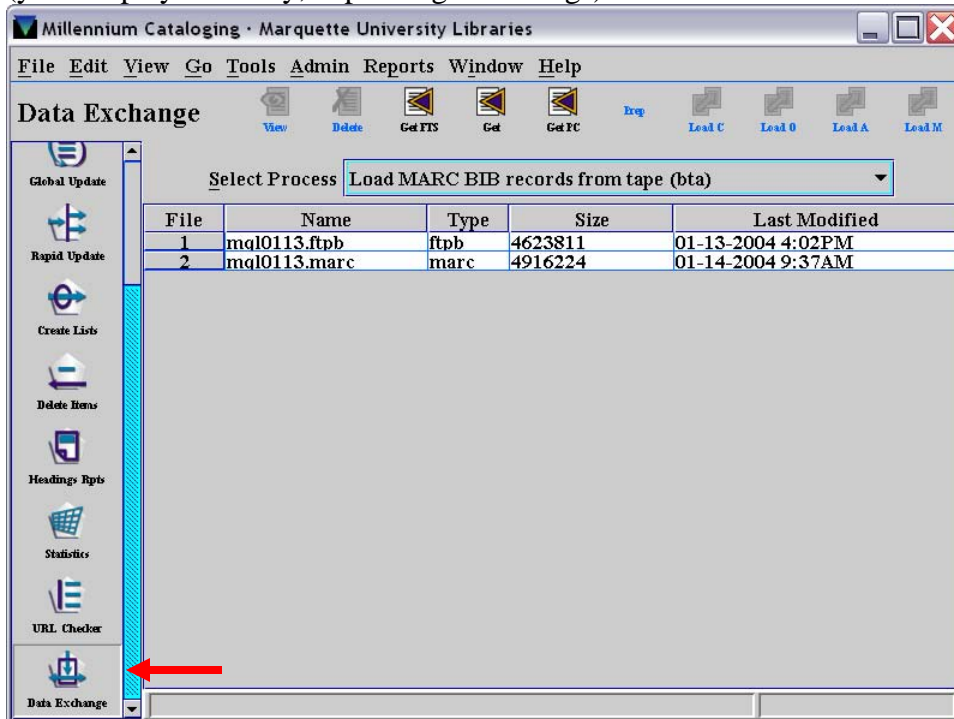
You will also have to make sure your login has access to the data exchange mode.



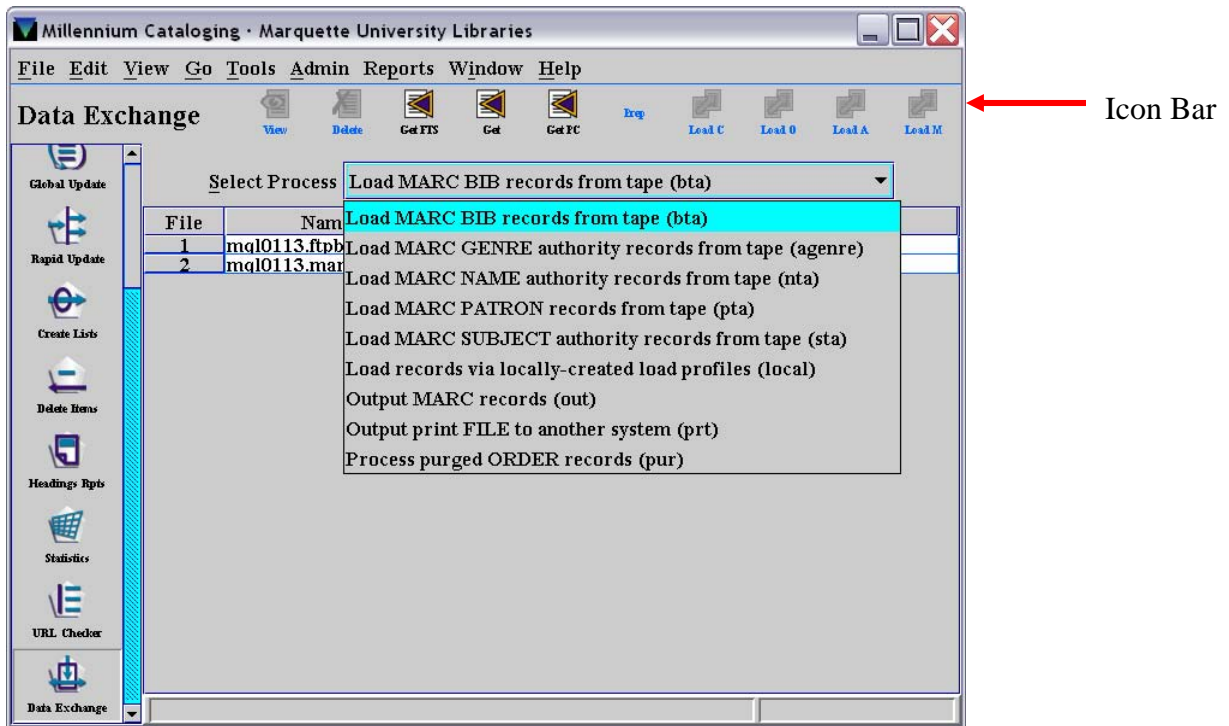
While still in Login-manager, click the “Modes” tab. You should have the “Data Exchange” box checked. If it’s not, check it off now (you’ll have to logout & log back in to see the Data Exchange icon on your Mill toolbar)

### Using Data Exchange:

The data exchange icon will be the bottom icon on the Millennium toolbar (your display will vary, depending on settings)



Use the “Select process” dropdown box to select the process you will be working on.



If you are downloading files, remember that files will only be “seen” in the process they were downloaded to. For example if I download a MARC file in the “Load MARC BIB records from tape” process, I won’t see that file if I change the Process to “Load records via locally...”. So be sure your “Select process” dropdown is pointing to the right process.

Your options for downloading, transferring files, etc. will also depend on which process you have selected – the available icons will appear in the top icon bar.

The biggest change with Data Exchange is the ability to download files directly to & from your PC – YAY!

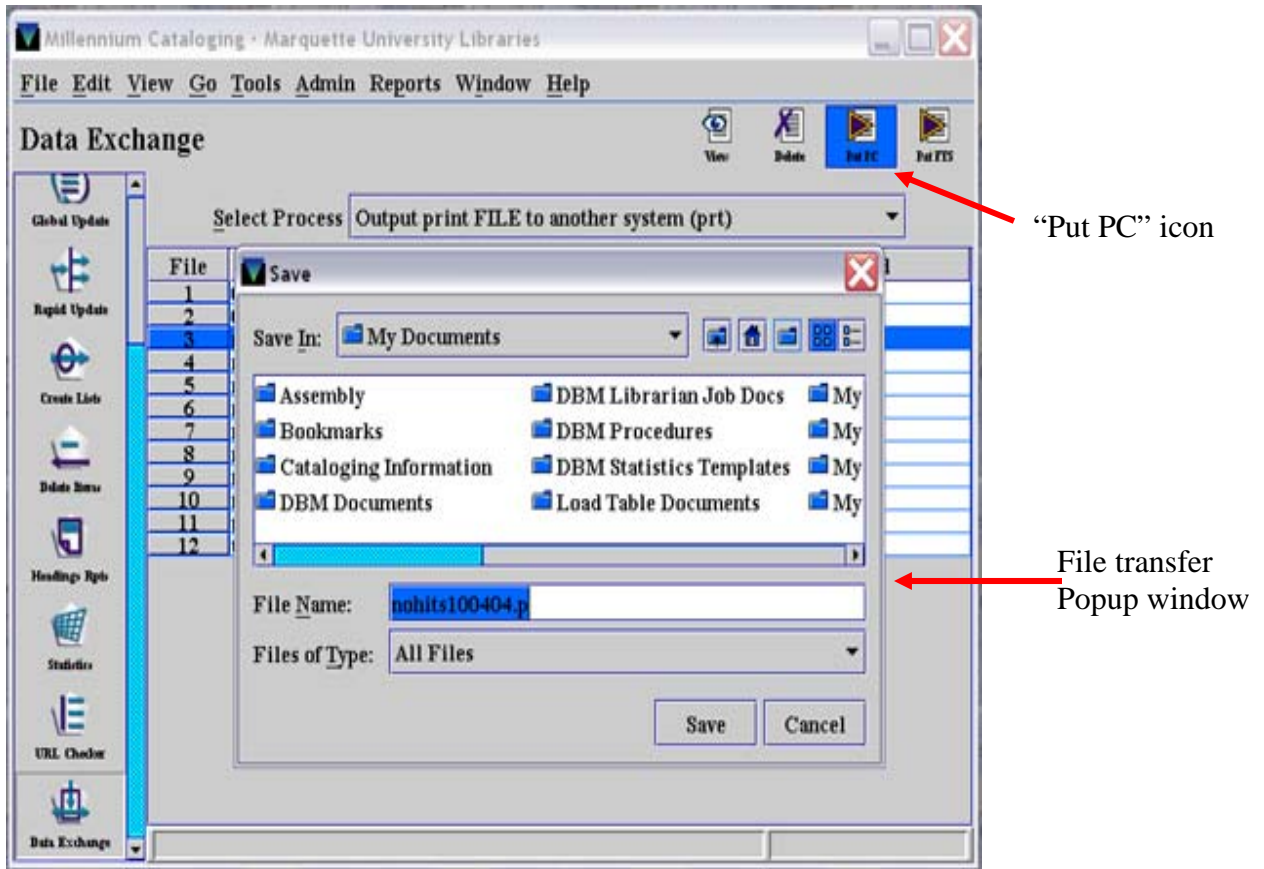
The only caveat to this is that it will only let you download one file at a time to your PC (as opposed to FTS where you can batch transfer), but you can batch upload multiple files from your PC to Millennium.

To transfer to your PC:

Click on the file you want to transfer.

Click on the “Put PC” icon

A popup window will come up, navigate to the folder you want to save the file in & click “Save”



To transfer from your PC:

Click on the "Get PC" icon

A popup window will come up, navigate to the folder you want to get the file(s) from.

Highlight the names of the files you want to transfer & then click "Upload". The system will prompt you to add the correct file extension (e.g. .lfts, .lmarc, .errs)

